NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PUBLIC PROGRAMS**

AMERICA'S MEDIA MAKERS: PRODUCTION GRANTS

Deadline: January 11, 2012 (for projects beginning October 2012)

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Items referred to in this document needed to complete your application:

☐ Budget instructions
☐ Budget spreadsheet
☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov.
We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

I. Program Description

The Division of Public Programs offers support for a wide range of public humanities programs that engage citizens in thoughtful reflection upon culture, identity and history. Projects must be well grounded in scholarship and illuminate ideas and insights central to the humanities.

Grants for America's Media Makers support projects in a range of formats, including interactive digital media and radio and television programs that engage the public in the humanities and explore stories, ideas, and beliefs that deepen our understanding of our lives and our world. Projects should encourage dialogue, discussion, and civic engagement, and they should foster learning among people of all ages. To that end, the Division of Public Programs urges applicants to consider more than one format for presenting humanities ideas to the public.

NEH offers two categories of grants for media projects, development grants and production grants.

Development grants enable media producers to collaborate with scholars to develop humanities content and format and to prepare programs for production. Development grants should culminate in the refinement of a project's humanities ideas, and in a script or a design document for (or a prototype of) digital media components or projects. Development grants should also yield a detailed plan for outreach and public engagement in collaboration with a partner organization or organizations. See application guidelines for Development Grants.

Production grants support the production and distribution of digital media projects, radio and television programs, and related programs that promise to engage the public. Applicants must submit a prototype or storyboard for a digital media project, or a script for a radio or television program, that demonstrates a solid command of the humanities ideas and scholarship related to a subject. The prototype or storyboard for a digital media project, or script for a radio or television program, must also show how the narrative elements, visual approach, and interactive design combine to present the project's humanities ideas. Applicants must have consulted with appropriate scholars about the project and obtained their commitment as advisers. Finally, applicants must have recruited the media team, including at a minimum the producer, director, writer, and, for a digital media project, the interactive designer.

Sample narratives from successful production grant applications are available on the program resource page. You may request additional samples by sending an e-mail message to publicpgms@neh.gov.

NEH encourages digital media projects, radio and television programs, and related programs that promise to engage the public that

- culminate in products such as websites, games, mobile applications, virtual environments, streaming video, podcasts, and radio and television programs;

- combine radio or television programs with complementary projects using emerging technologies, museum exhibitions, reading and discussion programs, and other formats that expand and enhance programs' humanities content, deepen the audiences' experience of the content, engage audiences in new ways, and expand the distribution of programs;

- result in large-scale, collaborative programs featuring multiple formats; and

- build new programs around previously funded NEH projects, using complementary formats that will add new dimensions to the original project and take advantage of new formats and technologies to reach audiences that were not served by the original project.

Digital technology projects might employ a variety of formats including games, mobile applications, podcasts, streaming video, virtual environments, and websites that address significant figures, events, or developments in the humanities and draw their content from humanities scholarship.

Television projects may be documentary programs or historical dramatizations that address significant figures, events, or developments in the humanities and draw their content from humanities scholarship. They must be intended for national distribution.

Radio projects may feature documentary programs or historical dramatizations and involve single programs, limited series, or segments within an existing, ongoing program vehicle. They may also develop new humanities content to augment existing radio programming or add greater historical background or improved humanities analysis to the subjects of existing programs. They may be intended for regional or national distribution.

NEH also supports **Chairman's Special Award** projects. These projects are more complex and would be of compelling interest to the general public; they have the capacity to examine important humanities ideas in new ways and promise to reach large audiences. These goals can often be accomplished through combining a variety of program formats, forming creative collaborations among diverse institutions, and expanding the scope and reach of the project.

Applications that respond to NEH's *Bridging Cultures* initiative are welcome. Such projects could focus on cultures internationally, or within the United States. International projects might seek to enlarge Americans' understanding of other places and times, as well as other perspectives and intellectual traditions. American projects might explore the great variety of cultural influences on, and myriad subcultures within, American society. These projects might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse that have informed this quest.

The Bridging Cultures through Film initiative—a separate grant program—supports documentary films that examine international and transnational themes in the humanities through documentary films. These projects are meant to spark Americans' engagement with the broader world by exploring one or more countries and cultures outside of the United States.

All projects should

- build on sound humanities scholarship;

- deepen public understanding of significant humanities questions;

- involve humanities scholars in all phases of development and implementation;

- appeal to broad audiences;

- approach a subject analytically and interpretively through an appropriate variety of perspectives; and

- employ appealing and accessible program formats that will actively engage the general public in learning.

To ensure that the humanities ideas are well conceived, projects must use a team of scholars who represent major fields relevant to the subject matter and offer diverse perspectives and approaches. As needed, projects may also include other participants with experience and knowledge appropriate to the project's formats or technical requirements.

Sample projects

A media producer created an Internet game that is an immersive 3-D virtual world, in which a player controls one or two fictional characters caught up in a New England textile mill strike in the early twentieth century. The project also includes a website, historical essays, primary materials, and curricular guides. Together the game and website promote awareness of a key moment in American history and better understanding of the complex nature of historical inquiry.

In partnership with a museum and a national library organization, the producers of a leading history series on public television created a project that includes a five-part television series, an extensive website, an oral history project using the latest video cell phone technology, and reading and discussion programs to illuminate the Native American experience from early European settlement to the late twentieth century.

A nonprofit radio production company produced a nationally distributed weekly radio program on African music that uses digital media technologies, including user-directed media, to disseminate humanities knowledge to new audiences, beyond those who traditionally listen to public radio. The grantee organization also collaborated with major humanities institutions such as museums and universities to enable them to use the radio series and live musical performances to expand their traditional audiences for exhibitions, scholarly presentations, and collections.

A public television station received a **Chairman's Special Award** for its multiplatform media project on the hundreds of civil rights activists who challenged segregation on interstate transport in the American South during the spring and summer of 1961. The project expanded its audience reach and deepened its humanities content by including a two-hour television broadcast; an interactive website with streaming video; an extended series of podcasts featuring

civil rights activists and scholars; a series of panel discussions and screening events hosted by universities, museums, and humanities councils around the country; and a traveling exhibit for libraries, created in association with a leading historical organization.

Grants for America's Media Makers may not be used for

- dramatic adaptations of literary works;

- projects that will satisfy requirements for educational degrees or formal professional training;

- projects intended primarily for students in a formal learning environment;

- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities;

- preservation or cataloging of materials and collections;

- programs designed to persuade audiences of a particular political, religious, or ideological point of view; or

- projects that advocate a particular program of social or political action.

Acknowledgment of NEH support

NEH requires crediting for any program based on or incorporating the materials created with these awards, including any works derived from those materials.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. For the America's Media Makers program, such products may include radio and television programs and digital media products. For projects that lead to the development of websites, all other considerations being equal, NEH gives preference to those that provide free access to the public. Detailed guidance on access and dissemination matters can be found in the "Distribution expectations and rights" section below.

Distribution expectations and rights

Once production is completed, NEH expects that projects will be offered for distribution to broad public audiences, so that the American public will have ready and easy access to the products of NEH awards. NEH must approve all distribution arrangements before they are finalized.

While the grantee owns the rights to the products of the grant, such as program scripts and radio and television programs, NEH reserves a nonexclusive and irrevocable right to use materials produced under a grant and to authorize others to use these materials for federal purposes. For more information on NEH's rights to grant products, please see Article 23 of the General Terms and Conditions for Awards.

Program income

Award recipients are required to report income earned from grant products during the grant period and for seven years following the end of the grant. In addition, a percentage of income earned during this period must be returned to NEH. The percentage is based upon the proportion of NEH support of the total project costs. For further information, please see the NEH Program Income Policy.

II. Award Information

Awards last for one to three years and may range from $100,000 to $800,000. In rare circumstances, awards may exceed this amount, depending on the scope, complexity, and reach of the production. **Chairman's Special Awards** of up to $1 million are available for large-scale, collaborative, multiformat projects that will reach broad portions of the public.

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

(Learn more about different types of grant funding.)

Cost sharing

Cost sharing includes cash contributions to a project by the applicant and third parties, as well as in-kind contributions, such as donated goods and services. Cost sharing also includes gift money raised to release federal matching funds. Although cost sharing is not required, NEH is rarely able to support the full costs of projects approved for funding. In most cases, America's Media Makers grants cover no more than 50-60 percent of project costs.

Funding commitments

Successful applicants will be required to have commitments for the full funding of the project budget before grant funds are released and production begins.

Other award information

A grant from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

III. Eligibility

Any U.S. nonprofit organization with IRS 501(c)(3) tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply. Independent producers who wish to apply for NEH funding must seek an eligible organization to sponsor the project and submit the application to NEH. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee organization.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Applications may be submitted for any phase of a project. Applicants are not required to obtain a development grant before applying for a production grant. Applicants may not, however, submit multiple applications for the same project at the same deadline. An applicant must choose whether to apply for development or production of a particular project. If an application for a project is already under review, another application for the same project cannot be accepted by this or any other NEH grant opportunity.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice and proposal drafts

Applicants are encouraged to contact program officers, who can answer questions about the review process, supply samples of funded applications, and review preliminary drafts. NEH recommends that drafts be submitted at least six weeks before the deadline, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date. Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Drafts should not be submitted via Grants.gov, but should instead be sent as attachments to publicpgms@neh.gov.

HOW TO PREPARE YOUR APPLICATION

The following required elements must be submitted through Grants.gov.

1. **Table of contents**

   List all parts of the application with corresponding page numbers.

2. **Narrative**

   The narrative portion of the proposal should not be more than **twenty** single-spaced pages, with one-inch margins. At least an eleven-point font should be used. The narrative should address the following points.

A. **Project description:**

State in one or two paragraphs the subject and format of the project, the intended outcome of the grant, the amount of money requested from NEH, and the anticipated total budget for the production of the project. Also briefly describe any multiformat components to be developed.

Briefly describe any ancillary activities and products that are related to the project but will not be funded by the grant.

If support is requested for one program in a radio or television series, indicate the number and length of programs planned for the series. Also indicate where the proposed program fits into the overall series and the total projected cost to produce the series.

If support is requested for a digital media project, describe how the project makes the best use of digital distribution opportunities available at the intended time of the project's distribution and how the content and interactivity will be adapted as new opportunities arise with the further development of digital technology.

B. **Humanities content:**

Introduce the subject of the program and identify the ideas, themes, and questions that it will address. Explain the subject's significance to the humanities and discuss the humanities scholarship that informs the project.

C. **Creative approach and format:**

Identify the format and briefly describe how the program would unfold from beginning to end, including the program's story structure, theme, style, voice, and point of view. Provide episode descriptions if the project is a series.

Briefly discuss the resources available, including interviews, archival materials, and other audio and visual materials. Also, briefly describe any planned reenactments.

If a digital media project will accompany a broadcast program, describe the relationship between the interactivity and the broadcast, and explain how the format will enhance the audience's understanding of the humanities content.

If the project is multiformat, explain the relationship between the content of the different components and what the multiple formats will add to the audience's understanding of the subject. Provide a thorough description of the specific resources available for the multiformat digital components, such as audio and visual materials, historical documents, and interviews.

Applicants may provide visuals that illustrate the format in the "Images" attachment described below.

If there are other productions on similar or related subjects, explain how the project will make a new contribution.

If you are applying to repurpose NEH-funded content that has already been released, discuss the rationale for the project, describe the value to be added to this content for audiences, and explain how new audiences would be reached.

D. **Audience:**

Describe the intended audience. Explain why the subject is interesting to this audience, and what this audience will learn from the program.

Explain how the chosen format will reach the audience and advance the project's intellectual goals.

Discuss plans for distributing the program and its multiformat components, if applicable, to the intended audience.

For digital media projects, describe the nature and the structure of the proposed interactivity and how it will facilitate the audience's experience of the humanities content.

Discuss the plan for creating an audience for the digital product and explain how this audience will be reached. Identify other organizations as potential partners for audience outreach.

E. **Rights and permissions:**

Indicate who controls the rights to the materials to be used. Discuss the potential for obtaining permissions to use materials and the likely costs of obtaining permissions and clearing the rights.

F. **Humanities advisers:**

List the humanities advisers and briefly discuss the rationale for their choice and the specific contributions that each adviser will make to the creation of the project's content.

G. **Media team:**

Provide information about the principal members of the media team. In a paragraph, summarize each person's qualifications and contributions to the

project. Discuss the media team's experience and suitability for the proposed
project.

H. **Progress:**

Discuss the work that has been accomplished to date on the project. Indicate the
remaining work that will be done during the NEH grant period. If the request is
for a program in a broadcast series, indicate how much of the work on the entire
series has been completed and what remains to be done.

I. **Work plan:**

Provide a detailed, month-by-month schedule of the major work to be done, the
amount of time it will require, and the specific people involved. Be especially
clear about when the meetings of the media team with the scholars and other
consultants will occur and how these activities will advance the project.

J. **Fundraising plan (if applicable):**

Specify the source and amount of all funds raised to date for all aspects of the
program and related projects. Include information about any previous NEH
grants, as well as support for this project received from state humanities councils,
foundations, individuals, and other sources. Estimate the project's total cost, and
discuss specific plans for raising funds from outside sources to cover the costs
that will exceed NEH support. Discuss plans for the sale of rights for distribution.

K. **Organization profile:**

Describe briefly the applicant institution and, if different, the production
organization. Provide information about each organization's aims, origin, special
characteristics, current activities, and experience with humanities programs.
Each profile should be only one paragraph.

L. **Bibliography of humanities scholarship that informs the project**

M. **List of collections of materials to be used by the project**

3. **Script, detailed treatment, or design document for interactivity and
prototype**

A design document and prototype for interactive digital media projects, or a script or
detailed treatment for television and radio programs, is required.

**For digital media projects, the design document must describe the different
types of content included and the ways in which they will be presented.** It

should describe the project's architecture, navigation, style of interactivity, and the overall look and feel of the project. The design document should also explain how the interactivity combines the principal materials available for the project and integrates the analysis and interpretive content.

When it is relevant, applicants must explain how user-generated content (UGC) posted to public cyberspace will be vetted by qualified scholars or project staff for accuracy. If the project includes UGC, applicants should also describe how the project will monitor these postings and immediately block or remove any obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

A prototype of the project must also be included. The prototype may, for example, be in the form of storyboards, hyperlinks for related websites, CDs, or DVDs. To submit CDs and DVDs, please see the additional instructions in the How to Submit Samples section.

For films and television programs, the script should not exceed thirty pages per hour of the proposed program. The script should demonstrate how the story line or narrative of the program combines the principal materials available for the program and integrates the analysis and interpretive content. It should demonstrate the quality of the story telling and audiovisual approach of the program and indicate the potential of the program to convey the intellectual content and humanities analysis. If you are requesting support for all or part of a series, include at least one complete script and shorter descriptions of all remaining episodes.

4. **Documentation**

   Include

   - résumés of the members of the media team, no longer than two pages each, arranged alphabetically;

   - résumés of all consultants, no longer than two pages each, arranged alphabetically; and

   - letters of commitment from key members of the media team, consultants, and participating organizations.

   All documentation must be submitted at the application deadline. Late-arriving materials will not be accepted.

5. **Images (if applicable)**

   If you submit an application for a digital project, you must include photos, storyboards, computer screen captures, or other graphics with your application. You should group these images in a single attachment. Include in this attachment a list of the images.

6. **Description of a sample**

All applicants must submit a sample. Only one sample will be reviewed by evaluators. Samples will not be retained by NEH, and they will not be returned to the applicant. See the additional instructions in the How to Submit Samples section below.

Create an attachment section describing the sample and indicate the roles played by members of the current media team.

For digital media projects, including companion websites, the media team must submit a sample that best represents the approach and format of the proposed project. If the digital work is on a website, provide the URL and clearly indicate that this website is your sample. If the sample or prototype is on CD or DVD, submit eight copies.

In the attachment section provide a description of the sample of the digital component, and indicate the roles played by each person on the digital team. In addition, please specify the platform on which the sample component is designed to operate.

For television projects, the media team must choose a sample of previous or current work that best represents the visual approach and format of the project under review and demonstrates the experience and qualifications of the media team to produce the proposed project successfully. The sample may be a completed program, a reel of clips from previous films or programs, or a work in progress for the proposed project. If a pilot program from a proposed series has been completed, eight copies must be submitted as the sample.

If funding is requested for additional support of a series that has received previous production support from NEH, eight copies of a complete program must be submitted as the sample.

A DVD, which should play in standard personal computers (with DVD drives) and DVD players, is the preferred format for samples. Eight copies must be submitted. If the sample is streamed on the Web, please include a URL.

For radio projects, the sample may be on either CD or DVD. The media team must choose a sample that best represents the approach and format of the project under review and submit eight copies of that sample. If a pilot or sample program from a proposed series has been completed, eight copies must be submitted as the sample. If funding is requested for additional support of an ongoing series that has received previous production support from NEH, eight copies of a complete program supported under the previous NEH grant must be submitted as the sample. If the sample is streamed on the Web, please include a URL.

 Please see the additional instructions in the How to Submit Samples section.

7. **Budget form**

Using the instructions and the budget template, complete the budget spreadsheet (MS Excel format) or a format of your own that includes all the required information. Applicants should submit their budgets in a font of at least eleven points. If you wish, you may include separate pages with notes to explain any of the budget items in more detail. Applicants are advised to retain a copy of their budget form.

- o **Compensation**

  Please identify all key project personnel by name on the budget form. Indicate in the budget if any of these individuals will perform different and separately budgeted functions.

  Compensation for key project positions, such as the project director, producer, director, and scriptwriter, will be considered as fixed fees for service, even though the amount of compensation requested is calculated on the basis of the projected length of the project.

- o **Department of Labor regulations**

  U.S. Department of Labor regulations require that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH be paid not less than the minimum union or guild rates.

  A copy of the applicable regulations, "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts and Humanities; Final Rule," may be accessed online or obtained from NEH's Office of Grant Management, Room 311, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 (202-606-8494).

- o **Equipment**

  Normally, NEH does not allow the purchase of equipment, but applicants may use their own equipment and include charges for this use, subject to the following:

  - for equipment and facilities that are not fully depreciated, determine actual costs on the basis of the acquisition costs, divided by the useful life, times the period of use on the project; and

  - for equipment and facilities that have been fully depreciated, charges to operate the asset, including the cost of maintenance, insurance, and other related expenses, are allowable.

- o **Administrative fee in lieu of indirect costs for sponsoring organizations**

  Under certain circumstances, a nonprofit organization may sponsor an independent producer, filmmaker, or group that, without tax-exempt status, is not eligible to apply directly for a grant from NEH. The sponsoring organization, also called an "umbrella" organization, may provide the project with accounting services, office and editing facilities, fundraising assistance, and other administrative support, but may not carry out the project activities itself. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee. For further information, please see Requirements for Grant Recipients that Serve as Sponsors of Projects.

  NEH will allow a sponsoring organization to recover its costs for administering the award by charging an administrative fee of 5 percent of total project costs. This administrative fee may be charged instead of negotiating an indirect-cost rate with NEH.

  Applicants that are sponsoring organizations and wish to budget for the 5 percent administrative fee should do so in the "indirect costs" section of the NEH budget form.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the program resource page.

HOW TO SUBMIT SAMPLES

If your sample is not available at a URL, please send **eight copies** of the sample. Each copy of the sample (both the case and the disk) must be labeled with the name of the project director, the name of the applicant institution, the title of the project, and the title of the work sample. Send the sample to:

Grants for America's Media Makers
Division of Public Programs
National Endowment for the Humanities
Room 426
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that samples be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

DEADLINES

Applications must be received by Grants.gov on or before January 11, 2012, for projects beginning in October 2012. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after that date will not be accepted. Samples must also arrive at NEH on or before January 11, 2012, to be considered as part of the application.

V. Application Review

Applications are evaluated according to the following criteria:

1. **Humanities content**

   The likely contribution of the project to public understanding of the humanities, including the significance of the subject and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; and the extent to which the project offers an analytical perspective on the themes and ideas that underlie it.

2. **Creative approach and format**

   The appropriateness, quality, and creativity of the concept for organizing and presenting the material to advance the project's intellectual goals; and the likelihood that the chosen format will effectively convey the humanities content to the audience. For multiformat projects, the likely complementarity of the various components.

3. **Audience**

   The appeal of the subject to a general audience, the accessibility of the ideas, and the quality of the project's plan to reach a broad audience.

4. **Program resources**

   The appropriateness of the materials and resources that support the project's interpretive themes and ideas.

5. **Humanities advisers**

   The qualifications and potential contributions of the advising scholars.

6. **Media team**

The experience and demonstrated technical skills of the media team, quality of the team's previous work, and likelihood of timely and successful completion of the proposed project; evidence that institutional partners will collaborate effectively.

7. **Work plan**

   The likelihood that the applicant will achieve the project's goals in a timely and efficient manner.

8. **Budget**

   The appropriateness and reasonability of the project's costs.

All other considerations being equal, preference will be given to projects that provide free online access to digital materials produced with grant funds.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

VI. Award Administration Information

Award notices

Applicants will be notified of the decision by e-mail in August 2012. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail by September 30, 2012. Applicants may obtain the evaluations of their applications by sending an e-mail message to publicpgms@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their responsibilities as an award recipient and the lobbying certification requirement.

Award conditions

The requirements for awards are contained in the General Terms and Conditions for Awards, the Addendum to it, any specific terms and conditions contained in the award document, and the applicable OMB circulars governing federal grants management.

Reporting requirements

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via eGMS, NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in Performance Reporting Requirements.

A final Federal Financial Report (SF-425) and a program income report will be due within ninety days after the end of the award period. In addition, an annual program income report will be due for seven years following the end of the award period. For further details, please see the Financial Reporting Requirements.

VII. Points of Contact

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
Room 426
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8269
publicpgms@neh.gov

If you need help using Grants.gov, contact

Grants.gov: http://www.grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
www.grants.gov/applicants/app_help_reso.jsp
Grant.gov support line: 1-800-518-GRANTS (4726)
Grants.gov troubleshooting tips

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH

estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.

☐ **Download the application package from Grants.gov.** The program resource page on NEH's website has a direct link to the package or you can search Grants.gov for this program.

☐ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational

2. Supplementary Cover Sheet for NEH Grant Programs

3. Project/Performance Site Location(s) Form

4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

    ATTACHMENT 1: Table of contents (name the file "contents.pdf")

    ATTACHMENT 2: Narrative (name the file "narrative.pdf")

    ATTACHMENT 3: Script, treatment or design document (name the file "script.pdf.")

    ATTACHMENT 4: Documentation for the project (name the file "documentation.pdf")

    ATTACHMENT 5:   Images, if applicable (name the file "images.pdf")

ATTACHMENT 6:   Description of your sample and digital prototypes (name the file "sample.pdf")

ATTACHMENT 7: Budget (name the file "budget.pdf")

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.